

# NCSC March Minutes

*March 13, 2024*

Called to Order: Nicole Lockhart, 10:10 AM

Members Present: Molly Culley, Penny Ezell, Patti Agard, Nicole Lockhart, Chastine Bobbitt, Ruth Quigley, Jen Blik, Allie Iacovelli, Dylan Screen, Ameer Kerr, Rayna Gossett,

Attending Virtual: Stephanie Spika Hickey, Symphony Lefeo, Tiff Gallo

Members Not Present: Kara Browning, Kelly Bice, Mariah Blackbird Perry, Sarah Vanderleest

Adjourned: Nicole Lockhart 11:27 AM

## President: Molly Culley

**New Business:** Gift shop move progress-Dylan will update

*Nearly everything is out of the gift shop, see Dylan's report for a more in depth update*

Gift Shop options: Museum, Pop up kiosk at PX, revisit sales at monthly socials

*We are revisiting these options currently*

Mountain Meetup, March 27, 10:00- 2:00: Gathering of North Country organizations at the Peak. We have a table reserved for NCSC and a table for ODYD. Setup runs from 9:00-9:45, with doors open at 10:00. Anyone is welcome to come hang at our table!

*Anyone is welcome, we have our materials ready*

**Old Business:**

**Vote Needed:** N/A

**Income:** None

**Expenses:** None

**Volunteer hours:**

## 1st Vice President: Open Position

## 2nd Vice President: Penny Ezell

**New Business:**

**April Social:** Polish Pottery Bingo, Oates Lodge, April 17, 2024, 11:30-1:30 Please let me know if you would like to be on the agenda for Club Business, as of right now I have Fundraising for an update on monies raised at the North Country Carnival, Parliamentarian for Executive Board vote. Let me know if you need to be added for club business. More to come at April Board Mtg.

*The link will go live on Cheddar Up after the carnival. We will do 6 rounds of old school bingo – with a wheel and everything.*

**Farewell for Mrs. Anderson, Clarke, and Mobar:** Please make your calendars now for this farewell! We want to make sure and have a wonderful turn out for our

advisors. May 5, 2024, 1:00 pm, Theme: Cinco De Mayo, Small Committee: Penny, Allie and Sarah V. We are working to secure a caterer and we are beginning work on decoration ideas.

*Save the date 5/5/2024 1:00 pm*

**Mountainfest:** June 20th, Noon to 8:00pm, Set up at 10:30 am

We would like to have a booth at Mountainfest. We need to determine if we would like for it to be for publicity purposes only to get the word out on Spouses' Club and our membership drive in August or if we would also like to do some fundraising and sell some of the store inventory from Off the Beatin' Path as well. We can have a \$100 booth, with this booth we must set up and bring our own tent, table and chairs or we can have a \$300 booth, with this booth we will have a premium space that includes a 20 by 20 tent, (2) 8 feet tables and 4 chairs at the entrance. Need a vote to determine which booth we would like. We would need volunteers to man the booth throughout the day as well. Booth rentals opened on Monday the 11th and they go fast...

*June 20th – we need to decide which booth they are looking at this event. MWR has a list of the items that you **cannot sell** due to food trucks and what MWR will sell.*

*Allowed to sell ethnic food, baked goods.*

*It is worth us being there.*

*\$100 – own tent and tables,*

*\$300 – they bring their tent + tables*

*Tear down means we have to haul it all out item by item*

*Spots go quickly*

*Penny will talk with Sarah about the volunteer sign up out to current members/board members to help*

**Old Business:** N/A

**Votes Needed:** Mountainfest, is this something we want to do, if so, \$100 booth or \$300 booth??

*Stephanie moves to pay \$300 for the premium option, Allie seconds*

*Vote: 9 yes, vote passed*

**Income:** None

**Expenses:** None

**Volunteer Hours:** Added in VMIS

## **Recording Secretary: Patti Agard**

**New Business:** Thank you for approving the votes for the February minutes earlier this month, they have been approved and shared with MWR.

We are working on an End of Year Board party - waiting to hear if Veronica would like to host. If not we will ask Kelly if we can use her space. Be on the lookout for questions regarding which dates in May would work for you

I'll be attending the Business After hours on March 20th to represent NCSC as it is being hosted at LeRay

*Nicole, Penny, Patti, Lu, Veronica*

*Investigate opening ticket sales for the carnival – See Ruth's report for this follow up*

**Old Business:** None

**Votes Needed:** None

**Income:** None

**Expenses:** None

**Volunteer Hours:** February: 23 hours

## Corresponding Secretary: Stephanie Spika Hickey

**New Business:** I have received the materials for accessing the P.O. Box and will check it this week. Looking through the materials, I may need to purchase more thank you cards and stationary because we used so many for Tree & Wreath for thank you's for the Carnival. I want to look into doing USPS visual mail, and am working through the logistics for that.

*We got an email from a production company, from a Christian network that is producing something about homecomings. Will continue to vet this and report back with more information*

*Will make sure the thank you cards that are ordered will be folded thank you cards, instead of the flat post cards. Is working on pricing this out – Vistaprint may have a coupon currently. Avoid purchasing a generic if possible.*

**Old Business:** None

**Votes Needed:** None

**Income:** None

**Expenses:** None

**Volunteer Hours:** 15 hours

## Treasurer: Open Position

## Parliamentarian: Nicole Lockhart

### New Business:

Applications for the 2024/2025 board

- Applications are now live! Thank you, Patti for helping get everything added to the website with all the job descriptions.
- Applications for the executive board are due April 7th.
- A list of all nominees will be sent out a week before the election per our constitution.
- Applications for the appointed board are open. The next president will appoint those positions.
- You must apply for a position even if you are wanting to remain in your same role.
  - *If you want to remain on the appointed board, you do need to reapply when they open up*
  - *Questions:*
    - *If you apply for the executive board do you need to give a speech?*
      - *No! You will need to do a bio that will get sent out to everyone prior to vote, but as of now it will not be read out at the event*
    - *Can you apply for exec and appointed”?*
      - *Apply for exec first, if you don't get voted in, you can apply for an appointed position to start in June.*

### Binders

- **April:** Binder review. I will reach out to everyone to look over your binder to make sure they are ready for the hand over. Be working on your AARs.
  - *Be available to meet with Nicole to review and edit your bios S*
- **May:** Binder collection.

**Old Business:**  
**Votes Needed:**  
**Income:**  
**Expenses:**  
**Volunteer Hours:**

## Community Outreach: Chastine Bobbitt

**New Business:** There is no community outreach for March due to the Spring Fundraiser event. The April community outreach will be the House of the Good Shepard (from January). Looking ahead for May: The Spare Closet in Watertown- details to come soon.

Community Grants Application Received: Team Angels

*Working on publicity with Kara to promote this. Will include non-profits that were requested this year and not done in her AAR. Please send over any additional places to Chastine*

*The Spare Closet – we are working on this relationship to foster, would anyone be interested in coming and touring to identify their needs for May? Also looking for information that are regular items.*

**Old Business:** Community Grants Application: The 2024 Grant Application was updated and posted to the Facebook page. All community outreach organizations from this current season have been personally emailed with the grant application and details as well as the community outreach groups from last season, 2022-2023.

Community Grant Application Proposed Timeline- Checks cut by: Will be given at the May Derby event on May 21, 2024. TENTATIVE

- Grant application opens: February 1, 2024
- Application Deadline: April 1, 2024
- Committee Meets: Sometime between late April- early May.

*Please share the Grants application to your personal pages as well so we can get it promoted. What if we only have one or two people apply? Do we open up the application time frame?*

*Need to check requirements in the Community Outreach SOP – Chastine will look for this and will check the guidelines.*

*Who would be interested in being on the selection process? Chastine, Nicole, Patti, Molly. If you are interested, send your name to Chastine.*

**Votes Needed:** None  
**Income:** None  
**Expenses:** None  
**Volunteer Hours:** 6

## Fundraising: Ruth Quigley

**New Business:**

Carnival: After the March 13th board meeting, we are shifting to a Fundraiser Committee Action Meeting, please plan to stick around if you are available to help. We will be working on our decorations and other miscellaneous tasks. – *This meeting has been cancelled because everyone*

*has their parts under control.*

24 more hours to purchase your entry tickets (tickets close on March 14th at 11:59 PM) – *purchase your tickets please. We may shift the way the event looks if we don't have more tickets purchased.*

*Two extra tickets that we can use.*

*Ruth will check with Zero Dock about their ability to add more tickets for sale.*

Snowshoes and game tickets will be available after March 14th. (While supplies last)

There is a wide variety of prizes Including: Opportunity, Best decorated snowshoe, 1st 2nd and 3rd prizes for snowshoe race

Please sign up for a volunteer spot using the SignUp Genius.

*If you need a link Sarah or Ruth can send it over. If you have volunteered we need you to pay your tickets.*

Set up for the Carnival will be on March 21st (the day before - official time To Be Announced)

*10 AM for set up ideally, the arrival time for volunteers will be 10:00.*

*Will let Sarah know about the pillars and décor that Veronica has available*

Timeline for the Fundraiser:

5:45 Bar Open

6:00 Welcome, games start

6:15 Announce food ready

6:20 - 7:40, 4 snowshoe of 20 minutes each (20 Minutes per heat)

7:40 Announce auction will start and game close in 20 minutes

7:55 Wrap-up games

8:00 - 8:30 Live auction \*winners can check out anytime after auction concludes

8:30 - 8:50 Snowshoe cup final

8:50 drawing opportunity prizes, announcing winners of snowshoe cup, thanking

9:00 event concludes

We will need to write thank you cards after the event to all of our community partners and donors. Names and addresses will be collected ahead of the April board meeting.

Flock the Yard - working on approval from MWR for this event. Goal is to start the sale at the April luncheon, and will flock yards during the month of May. We will need teams of two to help “flock” yards. More details to follow in April.

*We would like to shorten the flock time from last year. Evening, all day, most day then removed. This means we can get more yards flocked in the same time frame. We will also raise the prices and have more teams of flockers.*

*Can we look at doing the birthday flocking as a year round event – we can include this in the AAR. We could keep this open all year round.*

*Are there concerns with doing it off post? It would have to be within a certain radius, loss of flamingos. Only flocking current members who live off post – no non members.*

*Find a friend you would like to flock with, send your names to Ruth and she will work on the availability. (We are writing our names on the back of the paper here in person)*

*Last year is was \$20 – can we charge more?*

**Old Business:** None

**Votes Needed:** None

**Income:** None

**Expenses:** \$114 for decorations - this needs reimbursed to Sarah W. as the Decorations Coordinator

**Volunteer Hours:** 10 hours

### Historian: Symphony Lefao

**New Business:** Create the reel from the bites with the board.

*Nicole will be taking photos for the carnival*

*We do have a polaroid camera for the club to have, we need to purchase the film.*

*Send over the details for the film so we can purchase it*

*Will confirm with Victoria if she will be there for the Carnival*

**Old Business:** None

**Votes Needed:** None

**Income:** None

**Expenses:** None

**Volunteer Hours:** 7

### Hospitality: Jen Blik

**New Business:** None

**Old Business:** Small businesses secured for April & May! Thank you to all the board members with small businesses who have donated for opportunity prizes :)

*Getting a final picture for an opportunity prize and*

**Votes Needed:** None

**Income:** \$0 (No social/Opportunity Tix sales this month)

**Expenses:** \$41.04

**Volunteer Hours:** 4

### Membership: Allie Iacovelli

**New Business:** 6 new members yay! Bringing us to 165! Membership event on 3/10 was tons of fun - thank you everyone for coming. We have at least one interested prospective board member but maybe more! I think rolling this event in with a January half price membership event in January will be great next year with more time to plan/promote. I also got a ring toss game for the carnival.

*We have 168 members currently, (actually had 9 new members)*

*Bites with the board was fun – we have photo frames to use again and again. Fixed the “N” and is ready for the event.*

*Needs help wrapping the books she has remaining.*

**Old Business:** None

**Votes Needed:** None

**Income:** None

**Expenses:** \$384 for Garland (including tax and autograt)

*Need to get the reimbursement form from Molly*

**Volunteer Hours:** 8

### **ODYD: Tiff Gallo**

**New Business:** ODYD presented an assortment of dresses at the Ball Basics and Beyond event held by AFTB on 29 February. Four attendees took home dresses! ODYD will be presenting our business casual Ann Taylor dresses at the Navigating Professional Development event being held on 19 March by AFTB.

*Fun event, maybe half of the people who RSVP'd attended. Dresses were deployed! 250 dress donation from USO had a lot of business casual dresses, not quite cocktail. Will have dresses there.*

*Tiff is doing an amazing job with these collaborations!*

**Old Business:** ODYD deployed 24 dresses and received 13 dress donations for the month of February. There are four upcoming SFRG events: 23 March – 1-10AB/10<sup>th</sup> CAB, 26 March – 3-10 B-Co 10<sup>th</sup> CAB, 6 April – 2-87 IN BN, & 19 April – 2BCT.

*Four FRG events are coming up in March and April for the balls – she does need help at these events. Tiff will send out the times to Patti to include in the email summary*

**Votes Needed:** None

**Income:**

**Expenses:**

**Volunteer Hours:**

### **Off The Beatin' Path Gift Shop: Dylan Screen**

**New Business:** As we know, the gift shop is now closed but that does not mean we are gone! There are a few options that were gone over for temporary solutions (such as a pop up at the px, a kiosk at the px or a possible space at the museum!) These solutions do have a cost for running the gift shop with them so we are still waiting to see what is manageable for the gift shop at this time.

Thank you to everyone who came out to help and all of your support during this transition.

*We are investigating the various options to make sure we are somewhere that works well for everyone and is cost beneficial.*

**Old Business:** The Shop SOP has been updated along with consignor handbooks/contracts, manager duties/contracts and other binder information

*Still working on the AAR*

**Votes Needed:**

**Income:** (we do not have final numbers at this time as we are still writing checks and making sure all expenses are paid)

*This will get updated as soon as possible.*

**Expenses:**

**Volunteer Hours:** 22.5 hours

### **Property Manager: Amee Kerr**

**New Business:** Cage has been re-organized. Items are grouped together by theme (holidays,

floral/decorative, and misc. events [i.e. Kentucky Derby, Casino Night, Luau, etc]). I'm almost done creating an inventory list with pictures of items, especially for the kits (i.e. Game Day Kit). It will likely be sent out with the April Report, if not sooner.

*Shelves on the left are a little sketchy, please be cautious.*

*Do we need to get rid of items that are damaged?*

*We have napkins, cups, plates etc., please use them*

*Are items available for rent currently? Yes!*

*Can we update the website to include items that are available for rent?*

*Reasons why this was taken down is that MWR is renting these items too*

*Can we have it be a benefit to members only?*

*Is this possible to revisit with MWR?*

I'm also creating a sign out board for people to use, as of April 1, for items that are taken from the cage so that we can better track items. I'm happy to meet people at the cage to check out items, but otherwise, please use the sign out board. This will be on a clipboard in the cage by the end of the month.

Sadly, the N of the large NCSC letters was broken when I found it in the cage. If it can't be taped back together, we will need to buy new one

**Old Business:** None

**Votes Needed:** None

**Income:** None

**Expenses:** \$5 for labels (not to be reimbursed)

**Volunteer Hours:** 4

### **Publicity: Kara Browning – read out by Parliamentarian**

**New Business:** The fundraising ticket deadline is coming up so this week will be the last week to push for ticket sales on social media.

**Old Business:** I have been coming up with ways to advertise the fundraiser on Facebook. Posts about prizes, snowshoes, and the menu have all been used in addition to posting the fundraising graphic. I have been pushing the Bites with the Board event as well as the deadlines for scholarships and grants. Other graphics like the executive board elections and Ball Basics class that ODYD partnered with were greeted and posted. Nicole and I have been pushing sub-clubs pretty frequently as well.

**Votes Needed:** None

**Income:** None

**Expenses:** None

**Volunteer Hours:**

### **Reservations: Open Position - Interim Patti Agard**

**New Business:**

Ticket Sales for the Carnival (as of 3/11 11:00 AM)

14 Game Tickets: 3 (\$30)

30 Game Tickets: 2 (\$40)

Entry Tickets: 28 (\$820)



Snowshoes: 3 (\$300)

Please purchase your entry ticket and game tickets early!

**Old Business:** None

**Votes Needed:** None

**Income:** None

**Expenses:** None

**Volunteer Hours:**

## Retiree Rep: Kelly Bice

No board report received

**New Business:**

**Old Business:**

**Votes Needed:**

**Income:**

**Expenses:**

**Volunteer Hours:**

## Scholarships: Mariah Blackbird-Perry – read out by 2<sup>nd</sup> Vice President

**New Business:**

- ONE application received thus far! 🤔
- NCSC Scholarship committee meeting: February
  - This went well. We had the full committee and good conversation about the timeline, potential changes to the language for next year that is currently getting drafting.
  - Will host another at the end of March to prepare applications to give to application reviewers. And again at the end of April to collect the applications and prepare for the awards ceremony
- Awards Ceremony
  - Collaboration with Thrift Shop
  - Sunday May 19, 2024
  - Time: 1pm-3pm (set up at noon)
  - Desserts (cupcakes and cookies) and Drinks (waters and lemonade -mini bottles)
    - *The Thrift shop is filling out the paperwork for using Leray*
    - *We are no longer doing it after the Kentucky Derby Luncheon.*
    - *Please attend the May 19<sup>th</sup> event if possible*
- Volunteer committee gifts
  - I spent a approx. \$84 on gifts for our volunteers from the NCSC gift shop. See attachment.

**Old Business:**

- ZehShin Yamada consideration for NCSC 2024 Scholarship - referred to Thrift Shop
- Board positions
  - ALL Scholarship committee positions are filled!
- Discuss
  - Awards ceremony

- NCSC Scholarship Committee Meeting

**Votes Needed:**

**Income:**

**Expenses:** \$83.70 (*see attached*)

**Volunteer Hours:** 11.25 hrs

### **Social: Rayna Gossett**

**New Business:** All sub-clubs have been meeting consistently once a month. \*mention gift card for Jackie, \$5 donations would be amazing \*

*We will pass around a card to sign for Jackie, if you would like to add to a gift card, venmo Rayna*

Future dates scheduled for sub-club activities include:

#### **March**

15- Lunch Bunch 11AM

16 - Game Club 3 PM

19 - Crafting Club 6 PM

22 - Toddler 10 AM

27 - “Book” Club 7 PM

28 - Toddler Club 10 AM

#### **April**

4- Toddler 10 AM

5- Crafting Club 6 PM

11- “Book” Club 7pm

13 - Beer/Wine/Craft Club Collab (daytime)

#### **May**

2 - “Book” Club 11 AM

4- Beer & Wine afternoon

9 - Toddler Club 10 AM

17-“Book” Club 7 PM

**Old Business:** None

**Votes Needed:** None

**Income:** None

**Expenses:** None

**Volunteer Hours:** 2.5

### **Volunteer Coordinator: Sarah Vanderleest – read out by Parliamentarian**

**New Business:** N/A

**Old Business:** Everyone has been entered into VMIS, so we’re UTD. I approved all submitted hours and entered all from this year. I’m going to work on a volunteer gratitude plan for next month

*We need to submit the volunteer of the year information (due date is March 15<sup>th</sup>) the date for the ceremony is possibly going to change.*

**Votes Needed:** N/A

**Income:** None

**Expenses:** N/A  
**Volunteer Hours:**

**Honorary President:** Lu Anderson

**Advisor:** Veronica Clarke

*Thank you so much for all of your work, and getting the ship sailing smoothly with all of the gaps on the board.*

**Attachments:**

Figure 1: Re Expenses for Scholarships

